



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM

Finance

DA

Risk Mgt.

HR

Other

*[Handwritten initials]*  
ON ✓  
WU  
N/A  
N/A  
N/A

## STAFF REPORT

**BOARD MEETING DATE:** October 28, 2014

**DATE:** September 9, 2014  
**TO:** Board of County Commissioners  
**FROM:** William H. Whitney, Division Director, Planning and Development  
Community Services Department, 328-3617, [bwhitney@washoecounty.us](mailto:bwhitney@washoecounty.us)  
**THROUGH:** Dave Solaro, Arch., P.E., Director  
Community Services Department, 328-2040, [dsolaro@washoecounty.us](mailto:dsolaro@washoecounty.us)  
**SUBJECT:** Request that the Chair appoint, and the Board of County Commissioners approve the appointment of, Mr. Clay Thomas to the Washoe County Board of Adjustment representing District 3 for a term beginning on appointment, and ending June 30, 2017, or until such time as a successor is appointed. (All Commission Districts.)

### SUMMARY

The Board is asked to make an appointment to fill the existing vacancy for the District 3 seat on the Washoe County Board of Adjustment (BOA). The position has been vacant for many months due to the lack of volunteers from District 3. The Board of Adjustment Rules, Policies and Procedures states that if a qualified candidate from one Commissioner District cannot be found that candidates from the next Commissioner District that would experience the next vacancy can be accepted. The next vacancy will be in District 2 and Mr. Thomas lives in District 2 and thus qualifies for appointment to the BOA.

It is requested that in accordance with Washoe County Code Section 110.912.10 (c) (1), (c) (4) and (d), the Chairman appoint Mr. Clay Thomas to fill the District 3 position, and that the Washoe County Commission approve the appointment.

Washoe County Strategic Objective supported by this item: Public participation and open, transparent communication.

### PREVIOUS ACTION

Mary Harcinske was previously the District 3 BOA representative and she resigned from the BOA late in 2012. On January 8, 2013, the County Commission appointed Mr. Lee Lawrence to fill the remainder of the term for the District 3 vacancy. Mr. Lawrence was subsequently moved to the District 4 vacancy in July of 2013 when that seat became vacant because that is the district in which he resides. This left the District 3 seat vacant again and it has been vacant due to the lack of a qualified volunteer.

**AGENDA ITEM #** 14D1

## **BACKGROUND**

Washoe County has established a Board of Adjustment to hear and decide requests for special use permits, variances and administrative permits, and to hear appeals of administrative decisions. Terms of office are four years, and the appointees must be residents of the unincorporated area of Washoe County and a registered voter at time of appointment and continuously throughout their term of office. Article 912, *Establishment of Commissions, Boards and Hearing Examiners*, of the Washoe County Code (WCC), Chapter 110 (Development Code) specifies that the Washoe County Commission Chairman shall appoint, subject to the approval of the rest of the Commission, five (5) citizens to the Board of Adjustment, one from each of the Commission Districts.

### **Section 110.912.10 Washoe County Board of Adjustment.**

#### **(c) Appointment and Qualifications.**

- (1) The Chairman of the Board of County Commissioners shall appoint, subject to the approval of the Board, the members of the Washoe County Board of Adjustment.

Based on direction previously provided by the County Commission, the Commissioner whose district is represented by a pending Board of Adjustment vacancy recommends the appointment. Commissioner Kitty Jung (District 3) has agreed with Chairman Humke (District 2) to give their combined recommendation to appoint Mr. Clay Thomas to the Board of Adjustment.

## **FISCAL IMPACT**

Board of Adjustment members receive an \$80 per meeting stipend authorized by Washoe County Code Section 110.912.10(i). The Board of Adjustment typically meets six times a year, which equates to an annual per member stipend of \$480. That amount is within the approved FY14-15 Community Services Department budget (Account 105400-710110).

## **RECOMMENDATION**

It is recommended that Chairman appoint, and the Board of County Commissioners approve the appointment, of Mr. Clay Thomas to the Washoe County Board of Adjustment representing District 3 for a term beginning on appointment, and ending June 30, 2017, or until such time as a successor is appointed.

## **POSSIBLE MOTION**

Should the Chairman agree with staff's recommendation, a possible motion would be:

"Move to appoint, subject to approval by the Board of County Commissioners, Mr. Clay Thomas to the Washoe County Board of Adjustment representing District 3 for a term beginning on appointment, and ending June 30, 2017, or until such time as a successor is appointed."

Bw

Attachment: Board of Adjustment application, Clay Thomas

cc: Clay Thomas (e-mail); Bob Webb (e-mail)

# Washoe County Community Service Application



## Volunteer.....Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a citizen-appointed position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at [www.washoecounty.us](http://www.washoecounty.us).

Is there a specific Board or Commission vacancy you are applying for? ☒ Yes ☐ No  
If yes, which one?

Board of Adjustment

Name: Clay Thomas

### Residential Home Address

Address: 6824 Marble Canyon Road		
City: Reno	State: Nevada	Zip: 89511
Assessor's Parcel Number (if known): 15283106		
Home Phone: (775) 747-4384	Email: thomas.clay67gmail.com	

### Mailing Address (if different from residential home address)

Street and/or P.O. Box:		
City:	State:	Zip:

### Occupation and Business Address

Job Title: Retired		
Business Name:		
Address (Street and/or P.O. Box):		
City:	State:	Zip:
Business Phone:	Email:	

### Registered Voter

Are you registered to vote in Washoe County? ☒ Yes ☐ No

The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.

How long have you lived in your area?	(yrs. 35 /mos. )
How long have you lived in Washoe County?	(yrs. 35 /mos. )
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please list conviction dates and nature:	

Briefly, in your own words, explain why you would like to be appointed to the Board or Commission, describe your qualifications for this appointment, and list your community and/or civic involvement. Please attach any additional information you wish. Also, please list the name and phone number of any personal references that we may contact.
In order to enhance the quality of life in our community I feel it is important to be actively involved in our local government processes. To that end I feel my past experience as
Deputy Director of the Department of Motor Vehicles and Deputy Chief of Parole and Probation have prepared me to consider multiple view points and facilitate compromise in a variety of venues. I have also been appointed to the following boards: Advisory Board on Automotive Affairs for the State of Nevada, appointed by Governor Bob Miller and the Sentencing Advisory Commission, appointed by Governor Kenny Guinn. I have also served as a member of the Nevada Judicial Collections Task Force and a
member of the Technical Advisory Committee. In addition, I am currently employed as a part time contractor for the Department of Public Safety, Division of Emergency Management as a trainer for enhanced Interoperability Communication amongst Public Safety Agencies.
Lastly, I am currently the president of the South West Vistas Home Owners Association which is comprised of 376 single family residences.

*I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Community Services Department, Planning and Development Division  
P.O. Box 11130, 1001 E. Ninth Street, Room A275, Reno, NV 89520-0027  
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: [sdelozier@washoecounty.us](mailto:sdelozier@washoecounty.us)

Date Received: \_\_\_\_\_ Commission District: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

**Thank you for your interest in Washoe County Government**

**This document is part of the public record  
and is available for public review.**